

NEWPORT PUBLIC LIBRARY

Board of Trustees

Meeting Minutes

October 17, 2013

1. Call to order: President Robin Skuncik Jones called the meeting to order at 4:30 p.m. in the Rotary Board Room of the Newport Public Library.

Attendance: Kathy Boyd, Jennifer Booth, Lynne Ceglie, Michael Dawson, Girard Galvin, David Gordon, Pamela Humphreys, Robin Skuncik Jones, Linda Martin, Susan McCoy, Justin McLaughlin, David Reed, Sheila Sulentic, Jessica Walsh and library director Regina Slezak.

Excused: Chuck Flippo

Absent: Angel Gonzalez

2. Amendment to the agenda:

There was no amendment to the agenda.

3. Secretary's Report:

a. Minutes of the September 19, 2013 meeting:

Susan McCoy asked for changes or additions to the minutes. Hearing none, she asked for a motion to accept the minutes as presented.

David Reed made a motion to accept the minutes as presented. Jennifer Booth seconded the motion Kathy Boyd, Jennifer Booth, Lynne Ceglie, Michael Dawson, Girard Galvin, David Gordon, Pamela Humphreys, Robin Skuncik Jones, Linda Martin, Susan McCoy, David Reed, Sheila Sulentic and Jessica Walsh voted for the motion. There were no votes against. The vote was unanimous. The motion carried.

4. Finance Committee report:

The financial statement for September 2013 was reviewed. Michael Dawson reported that there was a slight increase in income and decrease in expenditures due to staff vacancies which are now filled. Investments are up by 3.68% so far this fiscal year.

5. President's Report:

Robin Skuncik Jones reported that the Board is continuing its review of library policies. The Personnel Committee has begun reviewing library staff policies.

6. Building and Grounds Committee:

David Reed reported that there was a sensor was replaced on the HVAC system and fall clean up has begun on the outside of the building.

7. Personnel Committee:

Robin Skuncik Jones reported that the Personnel Committee met to discuss changes to employee benefit policies. These policies have

not been reviewed in a long time.

The committee came up with the following revisions:

New hires will not be eligible for post retirement health benefits.

Employees will pay 10% of the premium for their health insurance.

For new hires the match for the 403b plan will be 5% after two years employment. In the 16th year, the employee will receive an additional 1% and another additional 1% in the 17th year for a total of 7%.

Upon leaving the library, employees will be compensated for 50% of their accumulated sick time. Presently, the rate is 65%.

A vote on these changes will be made at the next Board meeting.

8. Financial Development Committee report:

Susan McCoy reported letters for this year's annual appeal are ready to be signed. The letters will be mailed in mid-November.

9. Friends of the Library:

Jessica Walsh, reporting for Chuck Flippo, reported that the Friends holiday sale begins the first Saturday of November. Advertising included bookmarks and signs around the library.

10. Director's Report:

In addition to her written report, Regina Slezak reported that a replica of the Breakers is on display in the library. It is made from recycled aluminum.

Sunday hours start on October 20th. The very successful Musical

Sundays programs will be held monthly again this year.

11. Old business:

a. Newport Garden Club Proposal:

Regina Slezak reported on the Newport Garden Club proposal. The club is interviewing designers for the project.

b. Behavior Policy:

Copies of the current Behavior Policy were sent to the Board. Regina Slezak distributed copies of the revised copy for review. The policy will be voted on at the next Board meeting.

12. New business:

a. Board List:

Copies of this year's Board of Trustees list were sent to each member.

b. Committee Assignments:

A signup sheet for Board committees was distributed. Board members are encouraged to sign up for at least one committee.

c. Conflict of Interest:

Board members are required to sign a Conflict of Interest form yearly. The forms were sent out with the Board packet and extra forms were available at the meeting. Signed forms were collected at the meeting.

d. Library Ethics Presentation:

Regina Slezak talked about the ALA code of ethics for libraries. She pointed out examples of equitable service for all, censorship and confidentiality of records.

13. Adjournment:

The meeting was adjourned at 5:20 pm

The next meeting is scheduled on November 21, 2013.